



Bureau of Child Development, Child Care Licensing
Child Care Center Pre-License Inspection Checklist A

Facility ID #: _____

Phone #: _____

Center Name: _____		Inspection Date: _____	
Address: _____		Start Time: _____ AM PM End Time: _____ AM PM	
Capacity: _____ < Age 2: _____ # of Classrooms: _____		Licensing Specialist (s): _____	
Director: _____		_____	
Owner/Director Introductory Items			
_____	Introduce any unknown CCL staff to the Owner/Director	_____	Explain the difference between cited, technical assistance, & complaint findings.
_____	Give the Owner/Director a brief explanation of the inspection process.	_____	Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director.
_____	Review the inspection and complaint investigation process.		
<p>List the names of all persons who are required to have completed CBS/LIS for the license to be issued (owners, board members, and directors).</p> 			
_____	Policies and Procedures, Emergency and Disaster Plan Approved	_____	Playground Approved
DIRECTOR INTERVIEW QUESTIONS			O = Noncompliance
			Rule #
A 1.	Are all director designees at least 21 years of age? (Must be individuals who meet the background screening and training requirements. Director designees will have the authority to act on behalf of the center director in his or her absence.)	100-8(6) 100-8(11)(a)	
A 2.	Will all caregivers at least 18 years of age?	100-7(2)	
A 3.	Will assistant caregivers be at least 16 years of age, and will they always work under the immediate supervision of a caregiver who is at least 18 years of age? (N/A if no assistant caregivers.)	100-7(3)-(4)	
A 4.	How will you ensure caregivers under age 18 are never left unsupervised with children? (N/A if no caregivers under age 18.)	100-7(3)-(4)	
A 5.	How will you ensure there will always at least two caregivers with the children whenever there are more than 8 children or more than 2 children under age 2 present?	100-11(3)	
A 6.	How will you ensure that cooks never change diapers or assist in toileting children?	100-16(15)	
A 7.	How will you ensure that caregivers who care for diapered children never cook food in the kitchen for children outside of their room?	100-23(13)	
Notes: _____			

A 8. How will you train staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	100-8(11)(b)(iii)	
A 9. How will you supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	100-8(11)(b)(iii)	
A 10. What will you train staff to do if they suspect a child has been abused or neglected?	100-8(11)(b)(i)-(ii)	
A 11. What will you train staff to do when children misbehave?	100-8(11)(b)(i)-(ii)	
A 12. How will you ensure staff comply with this training when children misbehave?	100-8(11)(b)(i)-(ii)	
A 13. How will you ensure that caregivers never use any of the following discipline methods? Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort. Restraining a child's movement by binding, tying, or any other form of restraint. Shouting at children. Any form of emotional abuse. Forcing or withholding of food, rest, or toileting. Confining a child in closet, locked room, or other enclosure.	100-19(4)(a)-(f)	
A 14. How will you ensure that bathroom surfaces cleaned and sanitized daily?	100-5(2)	
A 15. While in care, will children use personal hygiene items such as toothbrushes and/or hair accessories? If yes, how will you ensure these items are sanitized between each use if shared by children or used by staff on more than one child?	100-16(7)	
A 16. How will you ensure that washable toys and materials are cleaned and sanitized weekly, and as needed?	100-16(8) 100-24(23)(a)-(c)	
A 17. What will you do when children's clothing becomes wet or soiled with body fluids?	100-16(13)(a)-(b)	
A 18. How will you ensure that school age children have privacy when using the bathroom? (N/A if no school area children in care.)	100-4(3)	
A 19. How will you ensure that either you or a designee with authority to act on your behalf is present whenever the center is open for care?	100-8(5)	
A 20. How many hours each week will you be on-site at the facility?	100-8(7)	
A 21. Will you have regularly scheduled caregiving duties? If yes: for how many hours per week, in addition to the time you will spend managing the center?	100-8(8)	
A 22. What will be your sign-in and sign-out procedures? Will each child signed in and out of the center, including the date and time? Will persons signing children in and out use identifiers? Will photo ID required if an unknown person picks up a child?	100-13(3)(a) 100-13(3)(b)-(c)	
A 23. Will parents have access to the center, and to their child's room/area, any time their child is in care?	100-13(2)	
A 24. Will children ever be allowed to handle reptiles or amphibians?	100-22(8)	
Will there any animals at the center? (N/A for remaining animal questions if the answer is no.) A 25. How will you ensure that all animals at the facility are clean and free of obvious disease or health problems that could adversely affect children?	100-22(2)	
A 26. What will you do if any of the animals at the center ever bite anyone, or displayed any other dangerous or aggressive behavior?	100-22(4)	
Notes:		

A 27. Who will clean the animals and their equipment? (Infants, toddlers, and preschoolers may not do this.) If school age children assist in the cleaning of animals or animal equipment, will they wash their hands immediately after?	100-22(5) 100-22(6)	
A 28. Will animals ever be allowed in food preparation or eating areas?	100-22(7)	
A 29. How will you ensure that the temperature in the vehicles used to transport children is between 60-90 degrees Fahrenheit when children are being transported?	100-21(1)(e)	
GENERAL INSPECTION ITEMS		
Posted / Entry Area Items		
A 30. Department's child care guide posted where parents can see it?	100-13(1)	
A 31. Menus prepared and available?	100-15(1)(d)	
A 32. If the center is not participating in the CACFP, is menu approved as required?	100-15(1)(b)	
A 33. Does the facility have a working telephone? Center address and emergency numbers posted near each phone?	100-10(1) 100-8(9)	
General Items		
A 34. Peeling, flaking, chalking, or failing paint indoors? If yes, was the building built before 1978? If yes: is there documentation of testing and correction?	100-4(1)	
A 35. Adequate light intensity throughout the center for the safety of children and the type of activity?	100-4(9)	
A 36. Glass surfaces within 36" from the floor or ground, and in an area accessed by children, made of safety glass or have a protective guard?	100-4(10)	
A 37. Facility free of insects, rodents, and other vermin?	100-5(3)	
A 38. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	100-5(4)	
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?		
A 39. Unstable heavy equipment a child could pull down?	100-12(3)	
A 40. Firearms, ammunition, and other weapons?	100-12(4)(a)	
A 41. Tobacco, alcohol, illegal substances, and sexually explicit material?	100-12(4)(b)	
A 42. When in use, portable space heaters?	100-12(4)(c)	
A 43. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	100-12(4)(d)	
A 44. Poisonous plants?	100-12(4)(e)	
A 45. Matches or cigarette lighters?	100-12(4)(f)	
A 46. Open flames?	100-12(4)(g)	
A 47. Sharp objects, which could cut or puncture skin?	100-12(4)(h)	
Notes:		

A 48. For age 4 and under, ropes/cords long enough to encircle a child's neck?	100-12(4)(i)	
A 49. For age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?	100-12(4)(j)	
A 50. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")?	100-12(4)(k)	
A 51. Toxic and hazardous chemicals stored in a container that is labeled with its contents?	100-12(5)	
A 52. For age 4 and under, accessible outlets and surge protectors covered?	100-12(6)	
A 53. Will there be any trampolines inside the center?	100-12(11)	
Children's Restrooms		
A 54. Is there one working toilet and sink for every fifteen non-diapered preschoolers and toddlers, and one for every 25 school age children?	100-4(2)	
A 55. Are restrooms clean and sanitary?	100-5(1) 100-5(2)	
A 56. How many water heaters/buildings are in the facility? If more than 1, check temperature for each heater/building. Is hot water accessible to children between 60 and 120 degrees?	100-12(7) 100-16(1) 100-16(2)	
A 57. Is liquid soap available in each restroom?	100-16(2)(a)-(e)	
A 58. Only single use towels from covered dispenser or electric hand-drying device used after handwashing?	100-16(3)	
A 59. Is toilet paper accessible to children, and kept on a dispenser?	100-16(4)	
A 60. Are handwashing procedures readily visible from each sink?	100-16(5)	
First Aid & Body Fluid Kits		
A 61. Are there first aid supplies in the center, including at least band-aids, antiseptic, and tweezers?	100-10(3)	
A 62. Is there a body fluid clean up kit that is restocked as needed?	100-16(16)(a)-(c))	
Medications (N/A for this section if the center does not administer medications, or if medications are stored in individual rooms.)		
A 63. Where will non-refrigerated and refrigerated medications be stored?	100-17(3)	
Transportation & Vehicles (N/A for this section if the center does not transport children.) If the center transports children, does every vehicle used for transporting children meet the following:		
A 64. Is the vehicle enclosed?	100-21(1)(a)	
A 65. Is the vehicle equipped with individual, size appropriate safety restraints, properly installed and in working order, for each child that will be transported? What ages of children will you transport? What restraints will you use if you transport children under age eight?	100-21(1)(b)	
A 66. Does the vehicle have a current vehicle registration and safety inspection? (Observe the registration sticker on the license plate.)	100-21(1)(c)	
Notes:		

A 67. Is the vehicle maintained in a safe condition?						100-21(1)(d)	
A 68. Does the vehicle contain a first aid kit?						100-21(1)(f)	
A 69. Does the vehicle contain a body fluid clean up kit?						100-21(1)(g)	
INDIVIDUAL CLASSROOM INSPECTION ITEMS -- AGE 2 AND OLDER	Class:	Class:	Class:	Class:	Class:	Class:	Rule #
	_____	_____	_____	_____	_____	_____	
Physical Environment							
A 70. Working hand washing sink in the room? (N/A if building built before July 1, 1997.)	_____	_____	_____	_____	_____	_____	100-4(4)
A 71. Room ventilated by windows that open and have screens, or by mechanical ventilation?	_____	_____	_____	_____	_____	_____	100-4(7)
A 72. Indoor temperature can be maintained between 65 and 82 degrees Fahrenheit?	_____	_____	_____	_____	_____	_____	100-4(8)
A 73. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	_____	_____	_____	_____	_____	_____	100-5(4)
Indoor Gross Motor Play Equipment							
A 74. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less?	_____	_____	_____	_____	_____	_____	100-12(9)
A 75. Elevated designated play surface less than 18" not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?	_____	_____	_____	_____	_____	_____	100-12(9)(a)
A 76. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone?	_____	_____	_____	_____	_____	_____	100-12(9)(b)
A 77. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older are 5½' in height or less?	_____	_____	_____	_____	_____	_____	100-12(10)
A 78. Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone?	_____	_____	_____	_____	_____	_____	100-12(10)(a)
A 79. Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone?	_____	_____	_____	_____	_____	_____	100-12(10)(b)
Safety Hazards							
A 80. Are walkways free of tripping hazards such as unsecured flooring or cords?	_____	_____	_____	_____	_____	_____	100-12(2)
A 81. Is the room free of unstable heavy equipment a child could pull down on himself or herself?	_____	_____	_____	_____	_____	_____	100-12(3)
Notes:							

Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?							
A 82. When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	100-12(4)(c)
A 83. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	_____	100-12(4)(d)
A 84. Sharp objects, edges, corners, or points which could cut or puncture skin?	_____	_____	_____	_____	_____	_____	100-12(4)(h)
A 85. For age 4 and under, ropes/cords long enough to encircle a child's neck? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(4)(i)
A 86. For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(4)(j)
A 87. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? (N/A if no children under age 3.)	_____	_____	_____	_____	_____	_____	100-12(4)(k)
A 88. Toxic and hazardous chemicals stored in a labeled container?	_____	_____	_____	_____	_____	_____	100-12(5)
A 89. For age 4 and under, accessible outlets and surge protectors covered? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(6)
Preventing the Spread of Disease							
If the room has a handwashing sink: A 90. Is liquid soap available for children to wash their hands?	_____	_____	_____	_____	_____	_____	100-16(2)(a)-(e)
A 91. Will only single use towels from covered dispenser or electric hand-drying device be used after handwashing?	_____	_____	_____	_____	_____	_____	100-16(3)
A 92. Are handwashing procedures readily visible from each sink?	_____	_____	_____	_____	_____	_____	100-16(5)
A 93. Are washable toys visibly dirty?	_____	_____	_____	_____	_____	_____	100-16(8)
A 94. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	_____	_____	_____	_____	_____	_____	100-16(9)
Sleeping Equipment (N/A for these items for school age only room.)							
A 95. Sleeping equipment in good repair?	_____	_____	_____	_____	_____	_____	100-18(5)
A 96. Will a sheet and blanket or acceptable alternative be provided for each child?	_____	_____	_____	_____	_____	_____	100-18(9)
Notes:							

INDIVIDUAL CLASSROOM INSPECTION ITEMS -- AGE 2 AND OLDER	Class:	Class:	Class:	Class:	Class:	Class:	Rule #
	_____	_____	_____	_____	_____	_____	
Physical Environment							
A 70. Working hand washing sink in the room? (N/A if building built before July 1, 1997.)	_____	_____	_____	_____	_____	_____	100-4(4)
A 71. Room ventilated by windows that open and have screens, or by mechanical ventilation?	_____	_____	_____	_____	_____	_____	100-4(7)
A 72. Indoor temperature can be maintained between 65 and 82 degrees Fahrenheit?	_____	_____	_____	_____	_____	_____	100-4(8)
A 73. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	_____	_____	_____	_____	_____	_____	100-5(4)
Indoor Gross Motor Play Equipment							
A 74. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less?	_____	_____	_____	_____	_____	_____	100-12(9)
A 75. Elevated designated play surface less than 18" not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?	_____	_____	_____	_____	_____	_____	100-12(9)(a)
A 76. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone?	_____	_____	_____	_____	_____	_____	100-12(9)(b)
A 77. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older are 5½' in height or less?	_____	_____	_____	_____	_____	_____	100-12(10)
A 78. Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone?	_____	_____	_____	_____	_____	_____	100-12(10)(a)
A 79. Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone?	_____	_____	_____	_____	_____	_____	100-12(10)(b)
Safety Hazards							
A 80. Are walkways free of tripping hazards such as unsecured flooring or cords?	_____	_____	_____	_____	_____	_____	100-12(2)
A 81. Is the room free of unstable heavy equipment a child could pull down on himself or herself?	_____	_____	_____	_____	_____	_____	100-12(3)
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?							
A 82. When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	100-12(4)(c)
A 83. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	_____	100-12(4)(d)
A 84. Sharp objects, edges, corners, or points which could cut or puncture skin?	_____	_____	_____	_____	_____	_____	100-12(4)(h)
Notes:							

A 85. For age 4 and under, ropes/cords long enough to encircle a child's neck? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(4)(i)
A 86. For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(4)(j)
A 87. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? (N/A if no children under age 3.)	_____	_____	_____	_____	_____	_____	100-12(4)(k)
A 88. Toxic and hazardous chemicals stored in a labeled container?	_____	_____	_____	_____	_____	_____	100-12(5)
A 89. For age 4 and under, accessible outlets and surge protectors covered? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(6)
Preventing the Spread of Disease							
If the room has a handwashing sink: A 90. Is liquid soap available for children to wash their hands?	_____	_____	_____	_____	_____	_____	100-16(2)(a)-(e)
A 91. Will only single use towels from covered dispenser or electric hand-drying device be used after handwashing?	_____	_____	_____	_____	_____	_____	100-16(3)
A 92. Are handwashing procedures readily visible from each sink?	_____	_____	_____	_____	_____	_____	100-16(5)
A 93. Are washable toys visibly dirty?	_____	_____	_____	_____	_____	_____	100-16(8)
A 94. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	_____	_____	_____	_____	_____	_____	100-16(9)
Sleeping Equipment (N/A for these items for school age only room.)							
A 95. Sleeping equipment in good repair?	_____	_____	_____	_____	_____	_____	100-18(5)
A 96. Will a sheet and blanket or acceptable alternative be provided for each child?	_____	_____	_____	_____	_____	_____	100-18(9)
DIAPERING INSPECTION ITEMS	O = Noncompliance						
General Diapering	Room:	_____	_____	_____	_____	_____	Rule #
A 97. Is there a diaper changing station?	_____	_____	_____	_____	_____	_____	100-23(1)
A 98. Is each diapering station equipped with railings to prevent a child from falling?	_____	_____	_____	_____	_____	_____	100-23(2)
A 99. Is each diapering surface smooth, waterproof, and in good repair?	_____	_____	_____	_____	_____	_____	100-23(4)
A 100. Are diapering procedures posted at each diapering station?	_____	_____	_____	_____	_____	_____	100-23(5)
A 101. Is there a container with plastic lining and tight fitting lid where caregivers will place soiled disposable diapers?	_____	_____	_____	_____	_____	_____	100-23(8)
Notes:							

A 102 Will caregivers keep a written record daily for each infant/toddler documenting diaper changes that includes the child's name, time of the diaper change, and if the diaper was wet, soiled, or both? (N/A if only diapered children are 2-year-olds.)	_____	_____	_____	_____	_____	_____	100-23(12)
INFANT & TODDLER ROOMS	O = Noncompliance						Rule #
Rooms:	_____	_____	_____	_____	_____	_____	
Physical Environment							
A 103 Room ventilated by windows that open and have screens, or by mechanical ventilation?	_____	_____	_____	_____	_____	_____	100-4(7)
A 104. Indoor temperature between 65 and 82 degrees Fahrenheit?	_____	_____	_____	_____	_____	_____	100-4(8)
A 105. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	_____	_____	_____	_____	_____	_____	100-5(4)
A 106. Will infant and toddler areas be used as access to other areas or rooms?	_____	_____	_____	_____	_____	_____	100-4(6)
A 107. Will mobile infants and toddlers have freedom of movement in a safe area?	_____	_____	_____	_____	_____	_____	100-24(21)
A 108. Are there safe toys to stimulate children's healthy development?	_____	_____	_____	_____	_____	_____	100-24(22)
Indoor Gross Motor Play Equipment							
A 109. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less?	_____	_____	_____	_____	_____	_____	100-12(9)
A 110. Elevated designated play surface less than 18" not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?	_____	_____	_____	_____	_____	_____	100-12(9)(a)
A 111. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone?	_____	_____	_____	_____	_____	_____	100-12(9)(b)
Safety Hazards							
A 112. Are walkways free of tripping hazards such as unsecured flooring or cords?	_____	_____	_____	_____	_____	_____	100-12(2)
A 113. Is the room free of unstable heavy equipment a child could pull down on himself or herself?	_____	_____	_____	_____	_____	_____	100-12(3)
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?							
A 114. When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	100-12(4)(c)
A 115. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	_____	100-12(4)(d)
A 116. Sharp objects, edges, corners, or points which could cut or puncture skin?	_____	_____	_____	_____	_____	_____	100-12(4)(h)
A 117. For age 4 and under, ropes/cords long enough to encircle a child's neck?	_____	_____	_____	_____	_____	_____	100-12(4)(i)
Notes:							

A 118. For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons?	_____	_____	_____	_____	_____	_____	100-12(4)(j)
A 119. For age 2 and under, choking hazards (objects less than 1-1/4" X 2-1/4")?	_____	_____	_____	_____	_____	_____	100-12(4)(k)
A 120. Toxic and hazardous chemicals stored in a container that is labeled with its contents?	_____	_____	_____	_____	_____	_____	100-12(5)
A 121. For age 4 and under, accessible outlets and surge protectors covered?	_____	_____	_____	_____	_____	_____	100-12(6)
A 122. Will infants and toddlers have access to objects made of Styrofoam?	_____	_____	_____	_____	_____	_____	100-24(17)
A 123. Do high chairs have T-safety straps or devices?	_____	_____	_____	_____	_____	_____	100-12(8)
A 124. Are there any walkers with wheels?	_____	_____	_____	_____	_____	_____	100-24(16)
Preventing the Spread of Disease							
A 125. Is liquid soap available for children to wash their hands?	_____	_____	_____	_____	_____	_____	100-16(2)(a)-(e)
A 126. Are only single use towels from covered dispenser or electric hand-drying device used after handwashing?	_____	_____	_____	_____	_____	_____	100-16(3)
A 127. Are handwashing procedures readily visible from each sink, and followed?	_____	_____	_____	_____	_____	_____	100-16(5)
A 128. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	_____	_____	_____	_____	_____	_____	100-16(9)
Sleeping Equipment							
A 129. Will infants sleep in equipment designed for sleep (crib, bassinet, porta-crib, or play pen)?	_____	_____	_____	_____	_____	_____	100-24(11)
A 130. Do mats and mattresses have a smooth, waterproof surface?	_____	_____	_____	_____	_____	_____	100-18(4)
A 131. Do all cribs have tight fitting mattresses?	_____	_____	_____	_____	_____	_____	100-24(12)(a)
A 132. Do all cribs have slats spaced no more than 2-3/8 inches apart?	_____	_____	_____	_____	_____	_____	100-24(12)(b)
A 133. Do all cribs have at least 20 inches from the top of mattress to top of the crib rail?	_____	_____	_____	_____	_____	_____	100-24(12)(c)
A 134. Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails?	_____	_____	_____	_____	_____	_____	100-24(12)(d)
A 135. Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220?	_____	_____	_____	_____	_____	_____	100-8(2)
A 136. Sleeping equipment in good repair?	_____	_____	_____	_____	_____	_____	100-18(5)
A 137. Will a sheet and blanket or acceptable alternative provided for each child?	_____	_____	_____	_____	_____	_____	100-18(9)
Meeting Children's Needs							
A 138. Will caregivers keep daily written record of each infant's eating and sleeping? Will the record be completed within 1 hour of each feeding or nap, and include the child's name, the food/beverages eaten, and the times child slept? (N/A if only toddlers in care.)	_____	_____	_____	_____	_____	_____	100-24(15)
Notes:							

GENERAL RECORD REVIEW ITEMS		O = Noncompliance
General Center Records	Rule #	
A 139. Does the center have ASTM documentation for cushioning under indoor stationary play equipment, if needed?	100-12(9)(b) 100-12(10)(b)	
A 140. Does the center have documentation for safety glass, if needed?	100-4(10)	
Review of Forms		
A 141. Does center's child admission form include the following information for each child? Child's name. Child's date of birth. Parent's name, address, and phone number. Names of people authorized by the parent to pick up the child. Name, address and phone number of emergency contact person. Name, address, and phone number for out of area emergency contact, if available. Current signed emergency medical treatment and transportation releases.	100-9(2)(a)(i)-(vii)	
A 142. Does the center's health assessment contain the following information about the child? Allergies. Food sensitivities. Acute and chronic medical conditions. Instructions for special or non-routine daily health care. Current medications Any other special health instructions for the caregiver	100-9(2)(b) 100-14(5)(a)-(f)	
A 143. Does the center's medication permission form contain at least the following instructions to be completed by the parent? (N/A if the center does not administer medication). The name of the child. The name of the medication. Written instructions for administration; including: The dosage. The method of administration. The times and dates to be administered. The disease or condition being treated. The parent signature and the date signed.	100-17(4)(a)-(d)	
A 144. Does the center's medication administration form contain at least the following information to be completed by the person administering the medication? (N/A if the center does not administer medication). The date, time, and dosage of the medication given? Signature or initials of person who administered the medication? Any errors in administration or adverse reactions?	100-17(7)(e)	
Notes:		

Emergency Drills		
A 145. Does the fire drill log include all of the following information for each drill? Date and time of the drill, number of children participating, name of the person supervising the drill, and total time to complete the evacuation.	100-10(9)(a)-(e)	
A 146. Does the disaster drill log include all of the following information for each drill? Type of disaster, date and time of the drill, number of children participating, name of the person supervising the drill, and any problems encountered.	100-10(11)(a)-(e)	
General Personnel Records		
A 147. Does the center have a cleared initial CBS/LIS form for every required covered individual?	100-9(4)(b) 6-3(3)	
A 148. Does the center have a copy of a current valid Utah driver's license for all drivers who will transport children?	100-21(3)(a)	
Is there documentation of current first aid and CPR certification for the following Individuals:		
A 149. Enough individuals (including openers and closers) to ensure someone with current first aid and CPR certification is always present at the facility whenever the center is open?	100-9(4)(f) 100-10(2)	
A 150. Enough individuals to ensure there is always someone with current first aid and CPR certification present on every off-site activity.	100-9(f)(f) 100-20-(5)(d)	
A 151. Enough individuals to ensure that there is always someone with current first aid and CPR certification present in the vehicle that transports children?	100-9(4)(f) 100-21(2)	
A 152. If center has a pool over 4' deep and it is a time of year when the pool is used, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification.	100-12(12)(d)	
Notes:		